REPORT RESUMES

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STATE OF CALIFORNIA MIGRANT MASTER PLAN.
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DESCRIPTORS- MIGRANT WORKERS, *MIGRANT WELFARE SERVICES, MIGRANT PROBLEMS, *MIGRANT WORKER PROJECTS, *MIGRANTS,

THE ECONOMIC OPPORTUNITY ACT OF 1964 PROVIDED FUNDS FOR ESTABLISHING MIGRANT SERVICE CENTERS THROUGHOUT CALIFORNIA. THE STATEWIDE PLAN, WHICH ENVISIONED A COMPREHENSIVE SERVICE SUPPORT PLAN FOR MIGRANTS AWAY FROM HOME, CONSISTED OF PROGRAMS WITH THE FOLLOWING SERVICES-- (1) HOUSING, (2) HEALTH, (3) DAY CARE, (4) EDUCATION, (5) FIELD AND CAMP SANITATION, AND (6) REST STOPS. THIS PAMPHLET INCLUDES INSTRUCTIONS FOR PREPARING APPLICATIONS FOR MIGRANT PROGRAMS, AND THE FISCAL POLICY CONTROLLING THE PROGRAMS. (ES)

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STATE OF CALIFORNIA

MIGRANT MASTER PLAN

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GUIDE TO THE CALIFORNIA MIGRANT MASTER PLAN

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CALIFORNIA MIGRANT MASTER PLAN

I. Purpose - To provide opportunities for migrant and other seasonal farm workers and their families in four specific service areas.

   A. Temporary shelter
   B. Sanitation
   C. Education
   D. Day care of children

II. Authority

   A. Economic Opportunity Act of 1964 (P.L. 88-452)

      1. Declaration of purpose - "It is, therefore, the policy of the United States to eliminate the paradox of poverty in the midst of plenty in this nation by opening to everyone the opportunity for education and training, the opportunity to work and the opportunity to live in decency and dignity."

      2. Section 311 - "The Director shall develop and implement as soon as practicable a program to assist the States, political subdivisions of States, public and nonprofit agencies, institutions, organizations, farm associations or individuals in establishing and operating programs of assistance for migrant, and other seasonally employed agricultural employees and their families which programs shall be limited to housing, sanitation, education and day care of children. Institutions, organizations, farm associations, or individuals shall be limited to direct loans.

   B. California legislation - Section 7100 (Division 7, Title 1, Government Code) "...the Director of Finance may contract with school districts, housing authorities, health agencies and other appropriate local public and private nonprofit agencies for the procurement, or construction of housing or shelter and to obtain services for migratory agricultural workers in the fields of education and sanitation, and to obtain day care services for the children of such workers."

III. Administration

   A. State of California Office of Economic Opportunity

      1. As part of its general technical assistance function, representatives of the State Office of Economic Opportunity are available to assist groups and agencies in developing programs under the EOA of 1964 and other programs for the poor.

      2. A small unit within the office is specifically delegated the responsibility for the Migrant Master Plan.

         a. Assistance in project development
         b. Supervision of program operation

        c. Program evaluation
        d. Consultant services

   B. State Department of Finance - responsible for contracting and fiscal management.

IV. Approval Procedure

   A. Sponsoring agency - through resolution of governing board.

   B. Local community action agency - where such an agency exists and where it is the policy of that agency to review migrant programs.

   C. Review and revision - State Office of Economic Opportunity.

   D. Sponsor signs contract.

   E. Final contract approval - State Department of Finance and as required by State Administrative Manual.

PARTICIPATION OF THE POOR

The California Migrant Master Plan is a comprehensive attempt to provide resources to meet the unique problems of migrant farm workers and their families. As part of the War on Poverty, it demands that those areas and groups to be served, the migrants themselves, must participate in all aspects of the program.

Whatever the peripheral benefits to agricultural employers, the community at large or any other interest, the Migrant Master Plan is of and for the migrants. Their participation is essential both in the development of the program, formulation of policy and in the conduct of the program. It should be the policy of all agencies operating elements of this program to employ migrants and former migrants in all types of jobs. Organization of tenants and parent groups should be encouraged to provide a continuing communication between those administering programs and those being served.

The comprehensive participation of the poor is required in the Economic Opportunity Act of 1964. It is critical to the realization of the goals of that act as well as essential to the success of any program serving that population.

It will be the responsibility of those agencies administering parts of this program that they demonstrate that the migrants are participating to the maximum extent feasible.

SUMMARY
STATE OF CALIFORNIA MIGRANT MASTER PLAN

The Economic Opportunity Act of 1964 provides, in Title IIIb, for: "programs of assistance for migrant, and other seasonally employed, agricultural employees and their families which programs shall be limited to housing, sanitation, education, and day care of children." The federal Office of Economic Opportunity has allocated $3.485 million to the State of California for the development of migrant service centers throughout the state. These centers will provide a comprehensive package of social services for migrant farm workers and their families.

The State of California as a Migrant Community

Migrant farm workers and their families travel and work throughout California to support the agricultural economy. As non-residents, they are often ineligible for many crucial services.

The statewide plan envisions a comprehensive service support plan for migrants away from home, consisting of integrated and linked programs with the following elements as needed to augment existing services: housing, health, day care, education, field and camp sanitation, and rest stops.

Distribution of Migrant Services

The statewide Migrant Master Plan can provide housing and services for short "flash-peak" harvest needs and a comprehensive service package for those areas where flash-peak housing is not required. The twelve existing farm labor supply centers operated by local housing authorities can augment their shelters with the package of services. Flash-peak facilities can be constructed in those areas which have a short-term migrant impactation.

Components in the Statewide Migrant Plan

The migrant program under the Economic Opportunity Act of 1964 can provide augmentation and extension of services to migrant farm workers and their families. The approved grant to California includes the following:

Housing

100 flash-peak units, cheap, demountable for short-term occupancy, including water and sewage service to be constructed by local agencies in areas identified as having severe lack of housing for migrants.

Education

Summer schools, pre-school compensatory, tutorial and remedial services in study centers, and adult education, including legal counseling, money management, nutrition and education.

Day Care

Supervised care of infants while parents work in the fields, including recreation, education, cultural enrichment, health and nutrition.

Sanitation

Education of migrants in personal and public health and hygiene. Provide compliance with field sanitation requirements. Develop housing and community facility resources.

Health

Establishment of health clinics as part of migrant service centers, using resources available under the Migrant Health Act.

Financing, Administration and Application Procedure

Ninety per cent of the cost of eligible projects can be financed under the grant from the Office of Economic Opportunity. The balance can be provided in cash or in kind.

Administration of local projects can be by any eligible agency. Public agencies as well as private nonprofit agencies with a prior concern for poverty are among those eligible.

Application should be made as a component part of local community action programs in those areas where a community action organization exists. Applications for funds under the statewide Migrant Master Plan should be made on standard community action forms to: Migrant Program, California Office of Economic Opportunity, 1014½ J Street, Sacramento, California 95814, (916) 445-6000.

INSTRUCTIONS FOR PREPARING APPLICATIONS

The following material will be required to process grant applications under the California Migrant Master Plan.

I. Formal application

   A. Community Action Program forms (Available through Office of Economic Opportunity)

      1. Cover sheet
      2. Program characteristics
      3. Governing board
      4. Legal authority
      7. Component summary, including civil rights assurance
      23. Budget

   B. Resolution from governing board

      1. Specifically authorizing the applicant agency to enter agreement with the State of California for a program under the State of California Migrant Master Plan.

      2. Authorizing a specific individual to sign the agreement on behalf of the governing board.

II. Migrant program narrative

   A. Migrant and other seasonal farm workers in area

      1. Where are the migrants?
      2. Who are the migrants?
      3. How many?

         a. In-migrants
         b. Seasonal residents
         c. Daily commuters

      4. From where do they come?
      5. To where do they go?
      6. When do they arrive and leave?
      7. What agricultural activities?

   B. What are problems of migrants in the area?

      1. Education
      2. Health
      3. Employment
      4. Sanitation
      5. Housing
      6. Day care for children
      7. Transportation

C. What are the resources available to migrants and how will each relate to this program?

III. Work Program - Separate for each component

A. The work program should detail the following:

1. The specific problem
2. The objectives of the proposed program
3. How the program will operate
4. How the program will relate to the problem

B. The items in the following outline should be covered in the work program narrative:

1. Operational design

a. How will the program operate?

Who will administer the program?
How does the program differ from the regular programs in the area?

b. Who will be the recipients of the service?

How many?

c. How will they be selected?
d. What is the duration of the program?
e. What will be the type and source of program materials?
f. What will be the normal daily schedules?
g. What special techniques and methods will be employed?
h. How will the unique problems of migrants be taken into consideration in planning and administering the program?

2. Coordination

a. What will be the relationship between this component and other programs serving the same population?

b. What will be the relationship between this component and regular programs serving the same purpose in the locale?

3. Personnel

a. What will be the specific job descriptions of the personnel employed?
b. What will be the requirements of these persons in training and experience?

Are there semi-professional jobs for migrants?

c. How will the services of consultant specialists be integrated into the program?

d. Include a biography of the project director.

4. Evaluation

   a. How will the program be evaluated?
   b. Who will evaluate the program?
   c. How will accomplishments be measured in terms of stated project goals?

IV. Every item in the budget must be justified in the narrative. This only requires that the work program mention how each staff category will relate to the program, the use of consultants, travel and equipment. Expenses for space procurement and any renovation must be justified. This must include documentation that no adequate alternative is less expensive. Budget detail must also include the basis for valuation of any non-federal contribution.

V. Statement of principle

How will the proposed program work to achieve a permanent elimination of a cause or causes of poverty among the target population?

FISCAL POLICY

I. Funding formula

There are two funding formulas which govern grants for Migrant Master Plan programs.

The state will pay 100% of all operating expenses on Migrant Master Plan programs (90% is from the federal migrant grant and 10% from state funds). The state will pay 90% of eligible capital outlay and construction programs, the contracting agency must provide the 10% match from local funds in cash or in kind.

Operating expense includes lease and rental of items, all salaries, and all expenses involved in the conduct and administration of all program elements including the housing component.

Capital outlay includes all purchases of items which have a useful life exceeding one year. This includes the purchase of shelters, washers, driers, construction of utility buildings, desks and playground equipment. For the purposes of this program, any item which has a unit cost of less than twenty-four dollars ($24) shall be considered an operating expense.

II. Local Contribution

A. Programs which include capital expenditure require local participation equal to ten per cent of the capital outlay portion of the project.

B. Local contribution may be in cash or in kind.

1. CASH

   a. Must be an identifiable amount of money from any source except other federal programs;
   b. May not be diverted from other poverty-related activities;
   c. Should be held in a separate account as cash and committed to the project only as required to ensure that the non-local share for capital outlay does not exceed 90% at any time;
   d. May only be expended for program elements which are included in the approved contract budget.

2. IN KIND

   a. Any part of the cost of the project as shown in the approved budget may be contributed by the sponsor or any other group or individual;
   b. Eligible in kind contributions include:

      (1) Personal services when they are

         (a) germane to the project

- (b) Of adequate scope to be audited (½ time except on administrative supervision costs)
- (c) An actual increment in poverty-related effort is incurred
    - New staff is added to do work previously done by contributed staff
    - Responsibilities are shifted from non-poverty duties
- (d) Professional services contributed
    - Legal service
    - Medical service
    - Accounting or auditing
    - Consultation services
- (e) Volunteer services
    - If they are germane to the approved project
    - If they are at least one-half time (20 hours per week)

(2) Space

- (a) Must be conversion of non-poverty related space to poverty-related activity
- (b) Must be appropriate to the use
- (c) Can only be credited at lease or use value
- (d) May include
    - Office space
    - Meeting space
    - Program space
        - Day care
        - Education
    - Utilities and maintenance

(3) Equipment

- (a) Must be conversion of non-poverty related activity to poverty-related activity
- (b) Must be appropriate to the program
- (c) Can only be credited at lease or use value
- (d) May include
    - Office machines
    - Furniture
    - Vehicles
    - Other equipment as required by program

(4) Other eligible in kind

- (a) Must satisfy criteria above

Maintenance of effort
Appropriateness
Use value

(b) May include

Donations
Special discounts contributed by vendors

III. Payment of funds to local agencies

A. Funds received from the federal government by the state shall be deposited in the state treasury. Expenditure of these funds must be in accordance with the laws of the State of California and the rules and regulations of the State Department of Finance, the State Controller, and the State Board of Control.

Written contracts submitted by the local sponsor shall be the basis for payment for program costs. Final approval of all agreements is the responsibility of the State Department of Finance.

Payments under the California Migrant Master Plan may only be used for reimbursement of actual expenditures already incurred.

B. Agencies receiving federal funds under the Act shall keep accessible and intact all records supporting claims for federal grants or relating to the accountability of the grantee agency for expenditures of such grants and of matching funds, until notified of the completion of program reviews and of the fiscal audit covering such records. Records supporting the accountability for and disposition of nonconsumable equipment costing $100 or more purchased under the state plan (whether from federal or matching funds) shall be maintained until notification of the completion of the review and audit covering the disposition of such facilities and equipment.

IV. General standards and policy

A. Community Action Program Guide, Volume I, (available from Office of Economic Opportunity)

1. Policy

    a. Information on applications
    b. Eligibility of activities and applicants

2. Sample contracts and conditions

B. Community Action Program Guide, Volume II, Financial Instructions

1. Accounting for program funds
2. Audits, reports and records

C. Community Action Memo series - supplements to official policy regarding development, conduct and administration of community action programs.

1. Memorandum Number 6 (30 June 1965) - applicability of Volume II

    a. Supersedes all previous financial instructions
    b. Stresses importance of strict financial management

2. Memorandum Number 7 (23 July 1965) - contributions to the non-federal share of a community action program by local housing authorities

    a. Requirement that P.H.A. certify that proposed contribution will not require increased expenditure from P.H.A. nor decrease services to tenants

    b. Requirement that donated space or services not be restricted to use exclusively by tenants

    c. Suggestions of eligible contributuions

        (1) Office and meeting space
        (2) Equipment, vehicles
        (3) Community facilities

    d. Reference to P.H.A. circular 7-28-65 to local authorities and regional directors

    e. This does not apply to farm labor centers

3. Memorandum Number 12 (15 November 1965) - financial management problems revealed by audit reports

HOUSING

I. Shelter units

A. The shelter units must meet the following criteria

1. Basic family shelter units must be large enough to shelter a family of five and include a minimum of 300 square feet of interior floor space. Families exceeding five or with more than three adults will be expected to occupy a second shelter.

   Shelter units may be augmented with smaller units to serve couples, couples with an infant and overflow from families exceeding five.

2. Units must provide adequate protection against normal environmental factors including heat, cold, wind and rain to permit comfortable and healthful occupancy and be experimental design.

3. Shelter units must be simple enough to erect and dismantle to permit the occupants to put up their own. They must also be of such size when dismantled that they can be conveniently moved and stored.

4. Individual living units must be durable enough to withstand the hard use that can be expected. They should be resistant to fire, mildew and insect damage. Minor repairs should be simple and inexpensive.

   The units should have a use life of at least five seasons.

5. The shelter units purchased with the OEO grant will not exceed $500 each exclusive of site preparation, foundation, equipment and other related costs.

6. The shelters developed with this grant must meet the minimum social and physical needs of the occupants. The installation of such shelters are subject to requirements set forth by local zoning, sewage disposal and water supply ordinances.

7. Notwithstanding the provisions of California Labor Code, Section 2629, the shelters developed must conform to minimum standards of construction, occupancy and safety, applicable to temporary buildings in labor camps as administered by the Division of Building and Housing Standards of the State Department of Housing and Community Development.

8. Nothing in this part should be construed to prohibit the contractor from also developing trailer sites in conformity with the California Administrative Code, Title 8, Chapter 9, Article 1, applicable to labor camps, as administered by the State Division of Building and Housing Standards. (See appendix.)

9. The recommendations of state architectural consultants for shelter units are contained in the report of the First Governor's Conference on Farm Worker's Housing.

Applicants shall submit to the State Office of Economic Opportunity plans and criteria for proposed shelter units and trailer sites and such plans and criteria shall be approved by the Department of Housing and Community Development.

II. Construction

A. Plans

1. The following is the recommended schedule for completion of plans, procurement and construction for the housing component of the California Migrant Master Plan.

    a. Completion of plans: to be completed in not more than sixty days

    b. Procurement: to be consistent with construction and occupancy schedules;

    c. Construction: to be completed in not more than ninety days.

2. Plot plans and detailed descriptions of the proposed facility must be on file in the state office prior to the start of construction.

    No invoice will be honored for major construction except in those cases where detailed construction plans and specifications have been approved by the state. Major construction includes any construction of central facilities of a permanent nature including but not limited to utility buildings, showers, education and day care buildings and administrative buildings. Foundations and floors for temporary structures are not considered major construction.

B. Sites

1. Specific sites will be acquired as needed for all temporary housing acquired with assistance under this grant. Lease of sites will provide that the sites be available for public use for migrant housing for at least five years.

    a. No contract funds are available for the acquisition of land. In those cases where it is warranted by special conditions, funds will ve available for rental or lease of land.

    b. No permanent capital improvement may be constructed on or to serve land not in public ownership. Permanent capital improvements may include but are not limited to roads, sewer systems, water systems and permanent buildings.

2. The selection and acquisition of sites for migrant housing shall be guided by the following criteria in order to assure full consideration of the welfare, needs and conveniences of migrants and to preclude private gain or benefits inconsistent with the purposes of the grant:

   a. Proximity to harvest area which attracts migrants;

   b. Accessibility to educational, day care, and health facilities if these are not to be on the site;

   c. Convenience to grocery, laundry, drug, gasoline and other services;

   d. Ease of access and discovery from major thoroughfares used by migrants;

   e. Size adequate to meet the minimum space requirements of the proposed camp including social factors as described in architectural consultants' report, First Governor's Conference on Farm Workers Housing (page 12);

   f. Capability for the development of a domestic water supply and a sewage disposal system which meets state and local sanitation requirements;

   g. Preference will be given in site selection to land currently in public ownership;

   h. If public land is not available, a survey of possible sites will be made to determine which site meeting criteria, ie., a., b., c., d., and f. above is most economical.

C. Facilities

1. Migrant service facilities including all improvements constructed or installed with assistance under this grant will remain in public ownership or subject to exclusive public use and control for a period which is approximate and reasonable in view of the purposes of this grant and the character and value of such sites and improvements.

III. Administration

A. Personnel

1. Each migrant shelter facility must be staffed to adequately maintain and supervise the facility.

   a. Manager

      (1) Responsible to governing board for camp administration;

      (2) Supervision of staff;

(3) Coordination of other service elements such as day care and education;

(4) In those situations in which an existing farm labor supply center is being augmented, a coordinator responsible to the manager of the existing facility may be engaged to assist the manager in supervising the augmented facility.

b. Camp aides

(1) These are to be recruited from the residents of the camp;

(2) There should be no more than one aide for each twenty families;

(3) There should be no more than one aide from any single family unit;

(4) Must have clearly defined jobs with definite training and supervision;

(5) These positions are designed to provide maintenance and extend social services to the camp occupants;

(6) Camp aides are not qualified to operate program elements except under direct supervision of qualified personnel.

c. Other staff

(1) Technical personnel including architects, engineers, and sociologists may be engaged for specific jobs which are in the approved contract agreement;

(2) Existing maintenance and clerical staff can be augmented to provide for increased workload as long as every attempt is made to provide opportunities for camp occupants in trainee and aide positions where appropriate;

(3) Where the demonstrable need for housing by seasonally employed agricultural workers cannot be substantially met through provision of flash-peak shelter, staff may be added to:

(a) Develop information and referral service on existing housing;

(b) Apply OEO loan and grant possibilities to the local community;

(c) Work with community groups to develop cooperative and self-help housing programs, and rehabilitation and conservation projects and

(d) Help community organizations and agencies make maximum use of available private, federal and state housing programs applicable to the need of farm worker families.

d. Statement of personnel policy (Copy from #18 in contract)

B. Operation

1. Duration

a. Term of occupancy of any shelter facility must be specified in contract application;

b. Term of occupancy may not exceed legal limitations related to temperature or duration of seasonal camps;

c. No facility may be used at any location in excess of 180 days in any calendar year.

2. Rent, Fees and Payment for Services

a. Rent for the use of flash-peak shelters will be determined by the local administering authority. Rent will be at the option of that authority, but in no case will exceed fifty cents ($0.50) per night per family. Rents collected shall not result in a profit to the sponsor and shall be returned to the State Office of Economic Opportunity.

b. Any income or payment for services shall be subtracted from the total contract.

3. Use and Maintenance

a. Shelter constructed and facilities constructed with OEO grant funds shall be maintained at all times in a safe and sanitary condition in accordance with standards prescribed by state law and local ordinance.

b. The property constructed, renovated or repaired with OEO grant funds shall not be diverted from its primary use as a facility for housing migrant and other seasonal agricultural workers without the prior approval of the Office of Economic Opportunity.

4. Occupants

a. Absolute priority shall be given at all times in granting occupancy and use of the housing and other facilities constructed, renovated or repaired with OEO grant funds to persons whose primary employment is in agriculture without regard to race or creed as defined in section 3 (f) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203 /f/), or performing agricultural labor, as defined in section 3121 (g) of the Internal Revenue Code of 1954 (26 U.S.C. 3121 /g/), on a seasonal or other temporary basis.

b. Priority in occupancy should be given to family groups.

c. Opportunity, encouragement and positive assistance should be given to tenants to form Residents' Advisory Councils which are independent of camp management and can provide communication between residents and management.

d. Tenants may be evicted only for violation of previously agreed-to camp rules developed with the maximum feasible participation of the residents. Eviction process using the tenants' council to make the final determination has proved effective.

5. Off-season

a. The adaptability of shelter, sites and facilities to other uses should be considered. Sites may be adapted for recreation use during the off-season.

b. Shelters should be dismantled during the off-season and stored.

c. Shelters and demountable units financed with OEO funds shall be available for similar use in other areas during off-season periods.

MIGRANT EDUCATION

I. Eligible Programs

  A. Migrant Summer School - a special educational program during summer vacation designed for special needs of in-migrants and their children.

  B. Study Centers - a program designed to augment regular school program with an environment conducive to study which is open to students during non-school hours.

  C. Migrant Tutorial Programs - providing teachers and aides for individual instruction to augment education programs of migrants.

  D. Migrant Remedial Program - to provide special teachers and curriculum for migrant children.

  E. Compensatory Programs for Migrants

    1. Cultural enrichment programs in drama, music, the arts
    2. Special language programs
    3. Spanish language and culture for the Spanish-speaking
    4. Travel and wider-horizons program

      a. Camping
      b. Historical tours
      c. Visits to cities

    5. Health education and personal hygiene
    6. Recreation

  F. Migrant adult education

    1. Adult basic education
    2. Remedial education in language
    3. Consumer education

      a. Money management
      b. Uses of credit
      c. Efficient buying

    4. Legal education and counseling

      a. Rights of an employee

        (1) Social security
        (2) Workmens' compensation
        (3) Disability insurance
        (4) Other

b. Laws regarding employment

    (1) Labor contractors
    (2) Sugar Act
    (3) Field sanitation
    (4) FEPC
    (5) Wages and working conditions

c. Civic rights
    (1) Citizenship
    (2) Immigration and naturalization
    (3) Civil rights
    (4) Welfare
    (5) Medicare

d. Consumer rights

    (1) Contracts
    (2) Credit

5. Vocational and practical education

    a. Auto maintenance
    b. Camp maintenance
    c. Household repair and renovation
    d. Drivers' education and assistance in obtaining licenses
    e. Employment skills and job opportunities
    f. Sewing and home management skills
    g. Home nursing
    h. Other appropriate programs

G. Migrant Educational Centers - combining any of the above programs to meet the special educational needs of migrant farm workers and their families.

H. Migrant Pre-School Education - (refer to migrant day care)

II. Eligible expenditures

A. Personnel

1. Administrative staff

    a. A full-time administrator will only be allowed when more than one major education program is to be operated or when there are three or more teachers.

    b. Costs of administrative staff may be shared with other component projects including day care, housing and sanitation.

    c. Administrative staff should be sympathetic to the goals of the program and acceptable to the migrant population.

2. Teaching staff

   a. Each class of twenty students should have a full-time teacher.

   b. Wherever possible each teacher should be assisted by one or more non-professional aides recruited from among the migrant population. No teacher should be expected to supervise more than five aides.

   c. Teacher aides shall assist the classroom teacher through

      (1) Establishing and maintaining a regular communication bridge between the teacher and the parents of the children in the classroom.

      (2) Supervising small groups of the children in the classroom in order to free the teacher to provide individual or small group instruction to other children of the class.

      (3) Assessing the particular problems and interests of the migrant children assigned to the class.

   d. Prior to the opening of the school term the teacher-community aides can meet with the parents of prospective students to interpret the school, its purposes and organization, and to register children for the school.

   e. During and subsequent to the close of the migrant school, the aides should meet with the parents for the express purpose of gaining information from these parents with respect to their evaluation of the school and their suggestions for improvements in the program.

   f. Teaching load should be adjusted in anticipation of intensive work with families of students.

   g. Salaries should be comparable to salaries paid in the area.

      (1) Teachers should be paid extra for special service if it is the district policy.

      (2) Aide positions should be considered as upgrading the individual. Salaries should reflect this and not be based on prevailing hourly rates in agriculture.

3. Clerical staff

   a. Should not exceed one per administrator
   b. Should be filled by a migrant or former migrant whenever possible

4. Fringe benefits

    a. Should be comparable to benefits in regular school program.
    b. A flat rate may be used to compute staff benefits.

5. Special personnel

    a. Nurses, psychologists, lawyers and various other personnel may be hired on a regular basis as required by any eligible program.
    b. Salary for special personnel must be comparable to salaries of similar personnel in similar programs.
    c. Special personnel may be hired directly or through some delegate agency which specializes in such services.

B. Consultant services

1. May be hired as needed for special assistance in program development, enrichment or evaluation but only after specific approval in the contract document.

2. Consultant fees may not exceed $100 per day.

3. Consultants may not be engaged where similar services are available from a public agency.

C. Contract services

1. Contract services must be included in the approved contract budget.
2. Contract services must be appropriate to the specific program and its goals.
3. Contract service costs must be reasonable.

D. Travel

1. Legitimate travel expenses are allowable.
2. Travel should be reimbursed at the prevailing rate for the administering agency but not to exceed 10¢ per mile.
3. Lease costs of vehicles will be allowed only in extreme situations.

E. Space costs and rentals

1. Lease costs for space for eligible educational programs will be allowed only when it is demonstrated that available structures are inadequate or inappropriate.
2. Lease costs of unused buildings in public ownership should be an in-kind contribution. Only actual expenses should be reimbursed.

3. Costs of repair and renovation of existing facilities are allowable if required by the nature of the program including

    a. Additions for safety
    b. Requirements of law
    c. Alterations for comfort and convenience

F. Consumable supplies

1. Expenditures for consumable supplies are eligible as required by the program.
2. Such costs should be detailed in the application budget. This may be on a per capita basis.
3. Such supplies might include:

    a. Paper, pencils, chalk, etc.
    b. Art materials
    c. Workbooks
    d. Miscellaneous small pieces of equipment valued at less than $25 and with a use life of one year
    e. First-aid supplies
    f. Food

G. Rental, lease or purchase of equipment

1. Costs of equipment purchase should be compared with lease costs of the same item.
2. No single item of equipment for an educational program may be purchased which is in excess of $500.
3. Eligible equipment for migrant education may include:

    a. Desks, chairs, tables
    b. Bookcase
    c. Blackboard
    d. Books, encyclopedia, atlas
    e. Globe, maps, charts
    f. Recreation equipment

H. Other costs

1. Other costs not specifically listed above may be eligible if they are directly related to a migrant education program.
2. Such costs may include:

    a. Off-season storage
    b. Transportation of equipment
    c. Staff training
    d. Special publication

III. Program content

A. Programs should be directed to the expressed and felt needs of the migrant population.

B. Nothing in these guidelines should be construed to prevent the development of any type of education program desired by the migrant group.

C. Care must be taken in program development to allow flexibility for variations in needs such as changes in working hours and variation in needs during different crop activities.

D. Each education program should be designed to maximize the participation of children and parents through outreach activities, individual and group meetings, and formation of active and relevant advisory groups.

E. Programs in which children are expected to enter or leave during the year should include some plans for the transfer of records and other methods to maximize continuity of education. This applies equally to in-migrants and out-migrants. Provision should be made to notify school districts which will be the next host for out-migrant children.

F. Special migrant education programs must be used to augment the existing education program. Migrant funds may not be used to replace existing programs. Migrant education programs must provide special additional services to migrants without segregating them from regular services.

IV. Curriculum suggestions

A. Sample migrant school curriculum framework

1. Oral English - Vocabulary Building, readiness experiences, dramatic play, verbalizing about things, field trips

2. Reading and writing - Emphasis on stories told and read to class, extensive use of experience charts developed by teacher and class, flash cards and other reading manipulative devices, spelling, language approach to reading.

3. Heavy stress on recreation reading - Teacher reads to children, discussion about stories and books read.

4. Teaching English as second language to Spanish-speaking students - Simple English books, teacher stories, physical facilities for language, if possible special teacher that is bilingual.

5. Arithmetic - Concrete objects, English concept of arithmetic, emphasis on practical computation.

6. Creative arts and crafts - Introduction to English culture, music and songs and singing, communicating through the arts.

7. Social studies - Developing knowledge of characteristics of the English culture, participation in English cultural activities, follow the State of California framework and making specific applications to the Mexican-American child, citizenship education.

8. Science - Application of scientific method, the utilization of science in life, replacement of superstition with scientific understanding.

9. Health - Proper health habits and attitudes for people in migratory environment, demonstrations, nutrition requirements.

10. Physical education - English culture games and activities with emphasis on physical fitness.

DAY CARE

Purpose: "Day care services should offer, at the minimum, protective (supervisorial) and educational experiences to preschool and school-age children whose parents are engaged in agricultural employment.

It becomes a primary purpose of this type of day care service to protect children by assuring them of the affection, care, and guidance they need; by recognizing and strengthening the parental role in the relationships which the family has already developed, and by supplementing care which the family is able to give. Education is necessary in a day care service in carrying out the purpose of promoting healthy growth and development of the child, but although education and recreation play important roles, neither is the primary purpose for a day care center."

Pre-Planning: It is recommended that prior to the development of a specific day care center program, that groups or individuals interested in developing day care facilities in addition to community planning, request consultation services from the corresponding regional day care consultant in your area from the State Department of Social Welfare as well as professionally trained nursery school educators whose names can be secured through the Northern Association of Nursery School Education or the Southern California Association of Nursery School Education. Usually, child care centers or privately operated nursery school centers in the immediate area have access to individuals who are skilled in certain areas of program development in day care.

Health Component: "Request, whenever possible, participation of health department personnel assistance in the development of the health services as well as in the use of uniform health records."

I. Standards (refer to Manual of Policies and Procedures - Day Nurseries, State of California, Department of Social Welfare, Sacramento - Chapter 1.2 of the California Administrative Code, Title 5, State Department of Education includes minimum educational standards for pre-school educational programs)

    A. Licensing

        1. State law requires licensing of all day care centers (W & I Code 1620) through local county welfare departments using form INST-10.

        2. Day care center must be operated in conformity with the terms of the license.

        3. Special licensing: DN-112.1 Special Circumstances - A license may be issued in exceptional circumstances, at the discretion of SDSW, to a non-profit facility which cannot meet all of the standards set forth in these regulations, upon a determination that the licensing of the facility will:

- a. Improve conditions for children in the neighborhood, and
- b. Provide a needed service that will otherwise not be available, and
- c. Not jeopardize the family relationships, or the emotional development, health or safety of the children.

No license shall be issued to a nonprofit facility that cannot meet all of the standards set forth in these regulations until the SDSW has evidence from the users or potential users endorsing such a facility. If a license is issued pursuant to these exceptional circumstances, the letter accompanying the license shall specify the exceptions from regulations and the license shall bear the statement: "Licensed under special circumstances pursuant to SDSW Regulation DN-112.1."
This regulation (DN-112.1) shall expire on July 1, 1968, unless readopted by the Director of SDSW.

B. Organization

1. DCC must be operated by a public agency or an incorporated nonprofit agency to be eligible for MMP grants.

2. DCC governing or policy advisory board must include:

   - a. Parents of those who are to receive care.
   - b. Experienced and qualified DC, health and education personnel.
   - c. Representatives of the community at large.

C. Personnel

1. All personnel:

   - a. Must be responsible and qualified through experience, training and attitude for the work they are required to do.
   - b. Must be in good physical and mental health.
   - c. Must be of suitable age and temperament for working with children and parents.
   - d. Must present evidence of freedom from Tuberculosis.

2. Teaching and supervisory personnel

   - a. Qualifications - preschool education requirements specify that teachers and supervisors hold permits issued pursuant to Education Code Sections 16625 to 16629.

   - b. Number - there should be at least one qualified adult supervisor for each 15 pupils.

3. Staffing

   - a. There should be at least two adults present at all times.
   - b. There must be no less than one adult for each ten children, ages 2 through 4.
   - c. For children of school age, the ratio may be one teacher for each fifteen children.

d. There must be one qualified teacher for each fifteen children.
e. There must be adequate clerical, maintenance and housekeeping staff to avoid using professional time for these jobs.
f. The recommended staff ratios are:

(1) 2 year olds - 6 to 8 per adult
(2) 3 year olds - 8 to 10 per adult
(3) 4 year olds - 10 to 12 per adult
(4) 5 year olds - 15 per adult

An overall average of 8 to 10 should be the goal.

D. Physical facilities

1. Outdoor facilities

a. Must be safe, free of hazards and suitable for the activities planned.
b. Must include at least 100 square feet of play area per child.
c. Must include shaded as well as sunny areas.
d. Must be adequately fenced.
e. Must be conveniently located and appropriately fenced.

2. Indoor facilities

a. Must conform to State Department of Social Welfare requirements including structural safety, fire protection, space heating, kitchens, bathrooms and equipment.
b. Include 35 square feet per child of usable play space.
c. Must provide space and equipment for rest periods and naps.
d. Must include isolation area for sick children.
e. Must include office space for staff.

E. Program

1. A simple daily schedule should be developed that will give the child the security of an established routine without excessive regimentation.

a. Physical routine: meals, snacks, naps and toileting.
b. Program alternating active and passive play.
c. Programs alternating structured and relatively instructed play stressing individual choice.
d. Health evaluation prior to accepting the child into the program, as well as daily and provisions for isolating the ill child.
e. Nutrition (See Federal Surplus Commodities in appendix) should be provided including meals and snacks.
f. Parent participation.

F. Other policies

1. Admission must be without regard to race, creed or national origin.
2. Adequate records should be maintained

    a. Attendance
    b. Health history
    c. Identifying information
    d. Name, address and telephone of parents or guardians who will take responsibility in the event the child becomes ill or injured during the day.
    e. Any special information regarding the child, particularly regarding limitations due to religious belief.

II. Program Guidelines - for use in program planning.

A. Community planning

1. What professional and non-professional experience are involved in planning:

    a. Social agencies
    b. School system
    c. Consultants
    d. Parents of potential participants
    e. Other related groups

2. Administration

    a. Under whose auspice?
    b. What are the qualifications of the administering agency?
    c. How is this program related to the local community action Program?
    d. How is it related to the local school system?
    e. What discussions have been held with the appropriate licensing agency?

3. New or extended service

    a. If new - is there a possibility of making it a part of the permanent community service?
    b. If a continuing program - what changes, modifications in objectives, selection, program and costs are expected after the OEO financing?
    c. If day care and early education are separate programs -

        (1) Differences between programs

            (a) Auspice
            (b) Population to be served
            (c) Intake policy
            (d) Cost
            (e) Schedule
            (f) Activities

  - (2) Coordination
  - (3) Information flow
  - (4) Cross referral of clients
  - (5) Training of staff and orientation

4. Budget

   a. Personnel

      - (1) Salaries and wages
      - (2) Substitute teachers
      - (3) Fringe benefits - itemize if estimated to exceed 10% of wages

   b. Consultants and contract services

      - (1) Day care consultants
      - (2) Health, dental or other special services including contract fiscal services
      - (3) Training

   c. Travel and transportation

      - (1) Staff travel
      - (2) Transportation of children

   d. Space costs and rentals

   e. Consumable supplies

      - (1) Educational supplies
      - (2) Office supplies and postage
      - (3) Food

   f. Equipment

      - (1) Purchase
      - (2) Maintenance

   g. Other costs

      - (1) Auditing
      - (2) Fees, admission to events
      - (3) Utilities
        - (a) Heat
        - (b) Light
        - (c) Water
        - (d) Phone

B. Day care center - Administration and organization

1. Purpose

   a. Clear and specific
   b. Criteria adequate for subsequent evaluation
   c. Evaluation plans

2. Intake policies

   a. Population to be served, geographic area, ages of children, and fees
   b. Duration - hours per day, days per week, months of operation, special provision for peak season
   c. Parent involvement - conferences and visits with staff, educational programs?
   d. Registration procedure (Registration Forms and Family Records)
   e. Health appraisal

      (1) Each child should have a complete, pre-admission health examination, preferably by a qualified pediatrician. It is important that parents be present for this examination in order to obtain past medical and health history, for this history is often more useful and revealing than the examination itself. The parents' presence also provides an opportunity to discuss with them their child's health.
      (2) The health examination should be repeated at least annually in pre-school children, more frequently, if there is a specific indication of need.
      (3) The health appraisal includes the history, physical examination, special screening procedures and laboratory tests.

3. State standards in day care services

   a. Licensing regulations
   b. Health standards
   c. Welfare standards
   d. Education standards

4. Personnel practices

   a. Staff job descriptions, duties, qualifications and salary

      (1) Director
      (2) Teachers
      (3) Aides
      (4) Volunteers
      (5) Others

- b. Personnel policy
  - (1) Hours and days of work
  - (2) Benefits, overtime, vacations, sick leave
  - (3) Standards for promotions and raises
  - (4) Ratio of students to teachers
  - (5) Standards and policies regarding substitutes
  - (6) Pre-program training and orientation
  - (7) In-service training
  - (8) Workshops, seminars and conferences

- 5. Staff program
  - a. Staff orientation and training (for entire staff including both professional and non-professional)
    - (1) Administration
    - (2) Community orientation
      - (a) Goals of program
      - (b) Relation to CAP
      - (c) Relation to other agencies
  - b. Staff in-service training
    - (1) Theoretical content
      - (a) Expectation
      - (b) Control (?)
      - (c) Participation
      - (d) Physical care
      - (e) Adult-child relationships
      - (f) Child growth and development
      - (g) Activity methods and techniques
  - c. Staff development
    - (1) Workshops
    - (2) Seminars
    - (3) Special conferences
  - d. Staff supervision
    - (1) Observation
    - (2) Counseling
    - (3) Staff meetings
  - e. Staff and program evaluation

- C. Program content
  - 1. Parents
    - a. Counseling, education and conferences
      - (1) Information about each child
      - (2) Plan for each child
      - (3) Continuing parental involvement

b. Special services

(1) Family emergency service
(2) Health services or follow-up
(3) Coordination with other programs such as menu planning, consumer education

2. Children

a. All children

(1) Establish ratio of number of children per teacher
(2) Supervised indoor and outdoor activities
(3) Safe equipment
(4) Work, rest and play periods alternated
(5) Individual and group relations with adults
(6) Development of appropriate childhood responsibility, self-help
(7) Experiences graded to child's maturation, designed to extend and deepen social, cultural, physical, mental intake and output

b. Educational program

(1) Design of program - The program shall be designed to create an atmosphere of learning, to insure continuous educational experiences, to motivate the child for further learning, and to provide each child opportunities for all of the following:

(a) Motor activities, construction activities, creative exploration, and self-expression
(b) Language development, emotional development, development of aesthetic appreciation, social development, and physical development, including health and safety education
(c) Individual activities
(d) Interaction with other children and adults in groups of varied numbers
(e) Spontaneous self-directed play as a medium to growth and learning, balanced with more structured experiences

(2) Specifics- The program shall be varied and flexible and shall, among other things, include language experiences and development through books, stories, songs, pictures, dramatic play, and conversation to develop facility to communicate and to use the English language; large and small muscular activity by climbing, jumping, swinging, manipulation of wheel toys, and large and small toys; creative activities facilitating self-expression and sensory awareness through arts and crafts, such as painting and collage, music

and rhythms, dance, use of design toys; problem solving through science and nature study, block building, sand box play, water play, carpentry, puzzles, games, and sensory games; experiences and instruction in learning socially responsible behavior with adults, other children, animals and materials in the community.

3. Meals and snacks: How many are to be provided?

4. Equipment

    a. Safe
    b. Durable
    c. Conducive to creative play

5. Space

    a. 35 square feet space indoors - per child
    b. 100 square feet space outdoors - per child

        (1) Sunny
        (2) Shady
        (3) Soft areas for digging
        (4) Grassy
        (5) Hard surface for bikes, wagons
        (6) Free of hazards

6. Program activities

    a. Group participation - active and quiet periods
    b. Choice of activity
    c. Self-help
    d. Individual exploration and development

7. Daily schedule (sample)

6 - 8 a.m.	Clean-up and check-up
8 - 10 a.m.	Pre-school
10 - 11 a.m.	Morning snack time (rest)
11 - 12 noon	Play
12 - 1 p.m.	Lunch
1 - 2 p.m.	Rest
2 - 3 p.m.	Group activities (afternoon snack time)
4 - 6 p.m.	Other activities

8. Reports

9. General program - The program shall take into account the ages of the children, the stages of child development, and the ways in which young children learn. The major portion of the program shall consist of self-directed learning in a teacher-planned environment.

SANITATION

I. Eligible activities

   A. Education: Field and camp sanitation, occupational and environmental health

      1. Of employers in existing legal standards

      2. Of employees in proper sanitation practices, standards, laws and enforcement resources

   B. Technical assistance and consultation

      1. To agencies in development of migrant sanitation services
      2. To employers and operators of housing facilities in obtaining existing resources to upgrade facilities, particularly seasonal housing
      3. To growers and camp operators in planning new construction and converting existing single-man facilities to family camps
      4. To farm workers, organizations and service groups
      5. To community groups and organizations
      6. To employers, employees and compliance agencies in improving working conditions of farm workers

   C. Service programs

      1. Housing referral service

         a. Develop and maintain an inventory of available housing for farm worker families to available shelter
         b. Refer farm worker families to available shelter

      2. Housing resource development

         a. Develop and maintain a resource file on programs of financial and technical assistance for all types of housing for seasonal and migrant farm workers

            (1) Grant programs
            (2) Loan programs
            (3) Mutual-help housing
            (4) Public housing
            (5) Private investment and speculative housing

         b. Develop and maintain communication with those federal, state and local agencies related to housing of seasonal farm workers

            (1) Local housing authorities
            (2) Farmers Home Administration
            (3) Public Housing Administration and other appropriate federal agencies
            (4) State Department of Housing and Community Development
            (5) Other agencies

3. Housing clinic services
    a. Development of tenant organizations
    b. Development of self-help programs
        (1) Renovation
        (2) Simple repair
        (3) Home sanitation
    c. Technical assistance
        (1) Lease arguments
        (2) Rights of tenants
        (3) Standards and compliance

D. Compliance development
  1. Education and assistance to migrants in preparing and submitting complaints to appropriate enforcement agencies
  2. Encouragement of appropriate agencies in vigorous and agressive enforcement

E. Enforcement (in those cases where migrant field sanitation project staff are attached to appropriate enforcement agencies)
  1. California Health and Safety Code - including the Food Crop Growing and Harvesting Sanitation Act of 1965
    a. Common cup
    b. Field toilets
    c. Potable water
    d. Labor Camp Act
  2. Industrial welfare orders
    a. 14-65
    b. 13-63
  3. Housing enforcement
  4. Local sanitation ordinances
  5. Wage and deduction claims
  6. Occupational health programs

II. Eligible sponsors

A. Public agencies with responsibility in occupational and residential sanitation including but not limited to State Department of Public Health, State Department of Industrail Relations, State Department of Housing and Community Development, local health departments, local educational agencies and local government.

B. Private nonprofit agencies with unique access to the population and a demonstrated concern for the problems of migrant field and camp sanitation.

C. Community action organizations administering programs under the Economic Opportunity Act of 1964 as amended.

III. Eligible Costs

A. Personnel

1. Professional sanitarians, consultants and trainees at salaries commensurate with similar positions in the area. Suggested salary scale $400 - $600/month.
2. Nonprofessional staff including aides, community relations workers and other staff recruited from the target population; suggested salary, $1.50/hour to $400/month.
3. Clerical support
4. Fringe benefits at rate prevailing in sponsoring agency.
5. The Economic Opportunity Act of 1964 requires that the poor be involved to the maximum extent feasible in every aspect of this program. This includes policy as well as employment roles. Because of ethnic, language and cultural identification, representatives of the target population are uniquely suited to the tasks described above in eligible activities.

B. Other costs

1. Travel - as appropriate to position at reimbursement rate used by the sponsoring agency.
2. Space - should be furnished by sponsor at no cost to the project, if possible.
3. Supplies - may not exceed Office of Economic Opportunity guideline of $75 per staff position per year.
4. Equipment

   a. Must be specifically justified as required by the nature of the project.
   b. Must be leased rather than purchased if at all possible.

5. Other costs

   a. Indirect administrative costs should be minimized and contributed by the sponsoring agency.
   b. Special costs such as duplication of educational materials are allowable as a necessary part of the project.

MIGRANT VISTA ORIENTATION

I. Purpose

  A. Orient VISTA volunteers who have been selected, trained and placed in work with migrant and other seasonal farm workers and their families.

  B. This orientation may include orientation to the unique problems of the local community.

    1. Trends in agricultural employment in California, migrancy, seasonality and history.
    2. California's system of laws.
    3. The local context, coordination and integration.
      a. Other programs serving the same population in the area.
      b. Relation to an existing or emerging community action organization.
      c. Relation of the VISTA volunteers to other volunteers in the area, to nonprofessionals, aides, indigenous and low income leaders, elected officials and local agencies and institutions.
    4. Techniques and approaches which are particularly appropriate to the community and population to be served.

II. Eligible activities

  A. Orientation in areas described above

  B. In-service training

  C. Consultation

  D. Retreats and other types of group discussion and relaxed inquiry

III. Eligible expenditures

  A. Personnel - no full-time personnel is allowed under this program.

  B. Consultation either through the employment of an independent contractor or directly on a contract for services basis.
    1. At rates commensurate with responsibility of project and qualifications of consultant
    2. Rate may not exceed $100 per day maximum

  C. Travel - as needed for participants at rate used by sponsoring agency, but not to exceed $.10 per mile.

  D. Space costs and rentals should be furnished by the sponsor at no cost.

  E. Supplies are allowable as needed for the program.

  F. Equipment should be furnished by the sponsor at no cost.

  G. Other costs are allowable as justified by the needs of the program.

PROGRAM DEVELOPMENT AND PLANNING ASSISTANCE

I. Migrant staff assistance

   A. The State of California Office of Economic Opportunity has a small field staff which is able to assist eligible agencies and groups in preparing applications for Migrant Master Plan contracts.
   B. This staff can call on consultants both within and outside state service for assistance on specific problems related to migrant program development.

II. Local consultants

   A. In special cases where program development and planning will require a person on-site for an extended period of time, the sponsoring agency may request a local consultant.
   B. The agency must demonstrate that it cannot release one of its own staff or draw on the staff of other agencies including:
      1. Local community action agency
      2. Local or county schools
      3. State employment service
      4. County health, sanitation or welfare departments
      5. Local housing authority
   C. The local consultant may be hired for a maximum of three months.
   D. The work program of the local consultant must describe his duties and what projects he is expected to develop during his consultancy.
   E. Projects eligible for local consultants include:
      1. Development of organization among tenants or prospective tenants to enable them to actively assist in program development and administration.
      2. Development of inter-agency cooperation in a situation in which a community is prepared to sponsor one element of the comprehensive program.
      3. Preparation of detailed plans and specifications required in applications for shelter components.
   F. In all cases the duration of the contract for the local consultant will be directly related to the complexity and estimated duration of his task.
   G. The local consultant may be an employee of the local community action agency. His consultant time must be totally devoted to the migrant program described in the contract.
   H. There must be evidence that the community has the type of migrant situation which would be eligible for programs under the California Migrant Master Plan.
   I. There must be evidence that there is interest among local migrants, growers and other groups; that the community is interested in sponsoring a California Migrant Master Plan program such as:
      1. A resolution from the governing board of an eligible sponsoring agency
      2. A resolution from the local community action organization
      3. A letter from a group of concerned citizens
      4. An indication of support from migrants themselves

J. The work of the consultant may result in migrant programs which are not eligible under the California Migrant Master Plan, in addition to those which are eligible.

K. A biography showing the qualifications of the consultant must be a part of an application for a local consultant. His qualifications must be appropriate to his duties as described in the work program. (#4 on previous page.)

MIGRANT PROGRAM GRANT AGREEMENT

THIS AGREEMENT, made and entered into this ________________ day of ______________, 19___ at Sacramento, California, by and between the State of California, through its Department of Finance, hereinafter called the State, and the ______________________________ __________________, hereinafter called the Contractor.

WITNESSETH:

WHEREAS, the Congress of the United States, through the Office of Economic Opportunity, Executive Office of the President, hereinafter called OEO, has made a grant to the State of California for the purpose of developing and operating programs which will meet the special needs of migratory agricultural workers and their families in the fields of housing, sanitation, education and day care of children, and

WHEREAS, local public agencies and private nonprofit agencies, institutions and organizations may qualify for these migrant funds in support of projects approved by the State, and

WHEREAS, the Contractor has submitted to the State an Application for Community Action Program, attached Exhibit B, and

WHEREAS, said application has been approved in its present form for funding by the State,

NOW, THEREFORE, it is mutually agreed as follows:

1. The Contractor will carry out the services described in attached General Terms and Conditions, marked Exhibit A, and said approved project application, marked Exhibit B, which Exhibits A and B are by this reference made a part hereof.

2. The period of this contract shall be from _______________, 19___ to ___________________, 19____.

3. The Contractor shall maintain such records and accounts, including property, personnel, and financial records, as are deemed necessary by the State or the Director of OEO to assure a proper accounting of all project funds, both Federal and non-Federal shares. These records will be made available for audit purposes to the State, the OEO, or the Controller General of the United States or any authorized representative, and will be retained for three years after the expiration of this contract unless permission to destroy them is granted by both the State and the Director of OEO. Contractor shall make financial, program progress, and other reports as required by State or OEO, and will arrange for on-site inspections by State or OEO representatives at the request of either.

4. The Contractor shall spend no more than $______________ in the performance of this contract, of which $______________ shall be contributed by the Contractor. The Contractor contribution may be in-kind in which case the value will be computed in accordance with Item 15 of Exhibit A, and pages ________ to _______ of Exhibit B. It is expressly understood and agreed that in no event will the total amount paid by the State to the Contractor under this agreement exceed $__________________ for full and complete and satisfactory performance.

5. Contracts calling for the erection, construction, alteration, repair or improvement of any structure, building, road, or other improvement of any kind, shall be subject to the terms and conditions of Exhibit C, Special Terms and Conditions Governing Housing Contracts, which is hereby incorporated by reference. Any conflict between terms of Exhibit C and other provisions of this contract shall be resolved in favor of Exhibit C.

6. This contract is subject to the approval of the State Department of General Services.

7. Any income or payments received by the Contractor or delegate agencies for services including, but not limited to rent, tuition or fees, under this contract shall be subtracted from the total contract. The maximum charge will not exceed $ .50 per night per family.

8. The attached Fair Employment Practices Addendum, Standard Form 3, is hereby incorporated by reference and made a part of this contract.

9. The parties hereto agree that the Contractor, and any agents or employees of the Contractor, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of State of California.

10. Provided this is an agreement as defined in Section 895 of the Government Code, the State agrees to indemnify the Contractor for any liability imposed on the Contractor by any law for injury caused by a negligent or wrongful act or omission of the State, its officers, employees, or servants, occurring in the performance of this agreement, and the Contractor agrees to indemnify the State for any liability imposed on the State by any law for injury caused by a negligent or wrongful act or omission of the Contractor, its officers, employees, or servants, occurring in the performance of this agreement.

11. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, and no alterations or variations of the terms hereof unless made in writing between the parties hereto shall be binding on any of the parties hereto.

12. The property constructed, renovated or repaired with grant funds shall not be diverted from its primary use as a facility for the housing of migrant and other seasonal agricultural workers without the prior approval of the State and the OEO.

13. A grantee which is a private non-profit organization must submit to the State and OEO, no later than the date of this contract, evidence that it has established an accounting system which, in the opinion of a certified public accountant or duly licensed public accountant, is adequate to meet the purposes of the contract.

14. IN WITNESS WHEREOF, this agreement has been executed, in quadruplicate, by and on behalf of the parties hereto, the day and year first above written.

STATE OF CALIFORNIA

DEPARTMENT OF FINANCE

BY______________________________

____

CONTRACTOR

BY______________________________

____

EXHIBIT A

STATE OF CALIFORNIA

DEPARTMENT OF FINANCE

GENERAL TERMS AND CONDITIONS GOVERNING MIGRANT PROGRAM GRANT AGREEMENTS

Contracts for Migrant Programs supported by OEO funds granted to the State of California are subject to the following:

1. Termination of Contracts. If through any cause, the Contractor shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, or if the grant from the OEO under which this contract is made is terminated by the OEO, the State shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof. In no case shall the termination date be later than the date specified by OEO in its termination notice to the State. The State assumes no responsibility for obligations disallowed by OEO. If the Contractor is unable or unwilling to comply with such additional conditions as may be lawfully applied by OEO to the grant to the State, the Contractor shall terminate the contract by giving written notice to the State signifying the effective date thereof. In the event of termination, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by the Contractor under the contract shall, at the option of the State, become its property and the Contractor shall be entitled to compensation for any unreimbursed expenses necessarily incurred in satisfactory performance of the contract. Notwithstanding the above, the Contractor shall not be relieved of liability to the State for damages sustained by the State by virtue of any breach of the contract by the Contractor, and the State may withhold any reimbursement to the Contractor for the purpose of set-off until such time as the exact amount of damages due the State from the Contractor is agreed upon or otherwise determined.

2. Travel Expenses. If the Contractor is a public agency, expenses charged for travel shall not exceed those allowable under the customary practice in the government of which the agency is a part. If the Contractor is a private agency, expenses charged for travel shall not exceed those which would be allowed under the rules of the United States Government governing official travel by its employees.

EXHIBIT A

3. Expenses Disallowed. No contract funds shall be expended for:

   a. any expenses other than those necessarily incurred in the performance of this contract;

   b. the purchase of real property;

   c. the purchase of personal property at prices exceeding $500 per item;

   d. the cost of meals for employees or officials of the Contractor except when on travel status;

   e. costs incurred before the effective date of this contract.

4. Accounting for Property. If property costing less than $250 per item (1) is properly acquired with contract funds, and (2) is expected at the time of acquisition to be used indefinitely for the purpose for which it was purchased, title to such property shall vest in the Contractor at the time of acquisition. If property acquired with contract funds (1) has a cost of $250 or more per item or is (2) not expected at the time of acquisition to be used indefinitely for the purpose for which it was acquired title to such property shall vest in the State to be held on behalf of the OEO. If property purchased under this contract is diverted to uses inconsistent with this contract, the Contractor shall be liable to the State for the unused value of such property.

5. Publication and Publicity. The Contractor may publish results of its functions and participation in the approved Community Action Program without prior review by the State, provided that such publications acknowledge the program as supported by funds granted by OEO pursuant to the provisions of the Economic Opportunity Act of 1964, and that five copies of each publication are furnished to OEO plus such copies to the State as State may reasonably require.

6. Copyrights. If the contract results in a book or other copyrightable material, the author is free to copyright the work but the Office of Economic Opportunity reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, all copyrighted material and other material which can be copyrighted resulting from the contract.

7. Patents. Any discovery or invention arising out of or developed in the course of work aided by this contract shall be promptly and fully reported by the Contractor to the State and to the Director of OEO for the determination as to whether patent protection of such an invention or discovery shall be sought and how the rights in the invention or discovery, including rights under any patent issued thereon, shall be disposed of and administered to order to protect the public interest.

8. Labor Standards. All laborers and mechanics employed by contractors or subcontractors and the construction, alteration, or repair, including painting and decorating of projects, buildings and works which are federally assisted under this contract shall be paid wages and rates not less than those prevailing at similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U. S. C. 276a-276a-5).

9. Convenant Against Contingent Fees. The Contractor warrants that no person or selling agency or other organization has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warrant, the State shall have the right to annul this contract without liability, or in its discretion, to deduct from the compensation, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

10. Political Activity Prohibited. None of the funds, materials, property or services contributed by the State or the Contractor under this contract shall be used in the performance of this contract for any partisan political activity, or to further the election or defeat of any candidate for public office.

11. Religious Activity Prohibited. There shall be no religious worship, instruction or proselytization as part of or in connection with the performance of this contract.

12. Use of Funds. Funds may be expended pursuant to the contract only for the purposes specified in the approved attached project application and in accordance with applicable Federal, State and local laws and regulations. The Contractor assumes liability for any expenses incurred which are disallowed by OEO as being expended for an unspecified purpose under the grant to the State. Contractor agrees to reimburse State and OEO for unlawful expenditures.

EXHIBIT A

Funds may be used for the following direct costs: salaries and necessary travel expenses of professional, technical and supporting personnel; rental of space (including minor renovations and repairs); purchase of equipment, supplies and services; and such other specifically authorized expenses as may be essential to carry out the project. Where personnel work only part-time on the project, only that portion of their salaries and travel attributable to project operations may be paid from contract funds. Supporting time, salary and travel records must be kept in such instances.

13. Budgets. Distribution of costs between catagories of expenditure will follow the approved budget, except that any category may be exceeded by 10% provided the total contract budget is not increased. Where (1) a larger transfer is involved or (2) a transfer, regardless of the amount, would result in a significant change in the character or scope of the project, an approved amendment to this contract must be secured.

14. Invoice Procedure. Subject to the receipt of funds from OEO, the State shall make monthly payments to the Contractor upon receipt of an invoice in triplicate. This invoice shall indicate disposition of the amount requested in such detail and format as is acceptable to the State. Payment shall be made only from funds specifically authorized for this purpose.

15. Non-Federal Share. The non-Federal share of community action program costs may be contributed in cash or in-kind. A contribution is treated as "in-kind" if it consists of the use of services or property owned by, or loaned to, the Contractor.

A contribution which consists of the imputed rental value of a building shall be considered as an in-kind contribution, but where rent is actually paid by the applicant or a delegate agency, it shall be treated as a cash contribution.

In-kind contributions may include the cost of staff assigned to the community action program, supporting services which can be identified and priced, and the use of office space, automobiles, office equipment, and other facilities and equipment necessary to the effective operation of the program. In-kind contributions shall be valued at actual costs for personal services, and at rental value for property and equipment. However, in the case of property or equipment which it is clearly more expensive to rent, or whose life would not exceed the length of the grant period, valuation may be at fair market value. When there is a question as to whether it is cheaper to rent or purchase property or equipment, a comparison of relative costs shall be made on the assumption that the project will continue for three years.

In computing the value of in-kind contributions, the services of a full-time volunteer shall be valued at $3,000 per year, and the services of part-time volunteers shall be valued accordingly, provided that the volunteer spends at least half-time (20 hours per week) on the community action program. No value may be attributed to volunteer services on less than a half-time basis.

The non-Federal share may be provided by any public or private agency, but may not include assistance provided through other Federal programs, nor may any portion of the non-Federal share under any other Federal program be used to meet matching requirements for community action programs. A contribution may consist of the use of space in a public building or other facility, even though Federal public works assistance may have been involved in its original construction.

Items which may not, in general, be included as a contribution to the non-Federal share include:

a. Time spent on the development, conduct, and administration of a community action program by members of the governing body or advisory committees of the community action agency or a delegate agency, to the extent that such time is spent in their capacity as members of such bodies.

b. The provision of supervision by persons who, in their normal capacity, are required to supervise the activities of community action program personnel and who will spend a small fraction (under 25%) of their time doing so.

c. Items such as legal advice which are normally provided to local public or private agencies by other governmental agencies without charge. (To the extent that these services are not normally provided without charge, they may be counted.)

d. Any cost incurred or contribution of services made prior to the effective date of this contract. Normally, this will be the date on which the Governor of the State consents to the carrying out of the program.

16. Increase in Non-Federal Contribution. Section 208 (b) of the Economic Opportunity Act requires that expenditures or contributions made from non-Federal sources for a community action program or component thereof shall be in addition to the aggregate expenditures or contributions from non-Federal sources which were being made for similar purposes prior to the extension of Federal assistance. The principal intent

of this requirement is to ensure that the on-going level of anti-poverty effort in the community is increased. Federal assistance is intended to supplement and raise existing levels of local support for action against poverty, not to replace it.

To ensure that the requirements of Section 208(b) are satisfied, both of the following conditions must be met:

a. The applicant must demonstrate, for each component of the community action program, that the proposed expenditures, including any amounts claimed as non-Federal share, will represent a net increase in the expenditures from non-Federal sources for activities similar to those in the component. For this purpose, the base period to be used for comparison is the 12-month period before submission of the application for the initial Federal grant.

   This base period will remain unchanged with respect to a particular component, so that the community's level of expenditures in this period will be the basis for comparison in making both initial and renewal grants. For the purpose of this section, activities will be considered "similar" to those in a component project if they serve essentially similar needs. Thus, a component for pre-school classes would be compared to existing pre-schools for children in areas of poverty.

b. In addition, the applicant shall assure OEO that the prior level of non-Federal expenditures or contributions concerned with poverty will be maintained in the sense that funds have not been and will not be diverted from other activities focussing on the needs of the poor so as to finance the community action program.

17. Educational Facilities. If the Contractor is to provide educational facilities for migrants, the following special conditions apply:

   a. No portion of the funds provided for education shall be used for direct legal services.

   b. All education programs will be under the direction and sponsorship of a local school district; a state institution of higher learning; or the State Department of Public Instruction.

18. **Personnel**. The Contractor will be expected to employ only capable and responsible personnel who are of good character and reputation, are sympathetic with the objectives of the Economic Opportunity Act and the administrative policies promulgated thereunder, and are not members of subversive organizations. While the attainment of a high level of education and prior experience may be essential to performance in certain capacities, every consideration should be given to providing opportunities to poor persons who have been denied the benefit of formal education and who are willing to learn to perform new functions.

    Within thirty days, the grantee will submit to OEO a detailed biography of the Director of the staff which is to work on the community action program.

19. **Site Preservation**. Contractor will assure that project sites, together with all improvements constructed or installed with assistance under this grant, will remain in public ownership or subject to exclusive public use and control for a period which is appropriate and reasonable in view of the purposes of this grant and the character and value of such sites and improvements.

EXHIBIT C

STATE OF CALIFORNIA

DEPARTMENT OF FINANCE

SPECIAL TERMS AND CONDITIONS GOVERNING HOUSING CONTRACTS

1. Absolute priority shall be given at all times in granting occupancy and use of the housing and other facilities constructed, renovated or repaired with OEO grant funds to persons whose primary employment is in agriculture, as defined in Section 3(f) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(f)), or performing agricultural labor, as defined in Section 3121 (g) of the Internal Revenue Code of 1954 (26 U.S.C. 3121(g)), on a seasonal or other temporary basis.

2. The property constructed, renovated or repaired with OEO grant funds shall not be diverted from its primary use as a facility for the housing of migrant and other seasonal agricultural workers without the prior approval of the Office of Economic Opportunity.

3. Facilities constructed with OEO grant funds shall be maintained at all times in a safe and sanitary condition in accordance with standards prescribed by State law and local ordinance.

4. No funds granted under this contract shall be used for the acquisition of land.

5. Any permanent capital improvement to be constructed on or to serve land not in public ownership will not be allowed without prior specific approval from the State. Permanent capital improvements include, but are not limited to, roads, sewer systems, water systems, and permanent buildings.

6. Demountable shelter units financed under this contract shall be available for similar use in other areas during periods of off-season storage. The lease cost for this use shall not exceed the cost of transportation, insurance and depreciation.

Department of General Services approval
(unless exempt 1281 SAM)

To Be Charged Against
FUNCTION OR FUND
LINE ITEM ALLOTMENT ☐ O.E. ☐ Eq

Amount of this estimate		
Unencumbered remainder after posting this estimate to Allotment Expenditure Ledger		
Adjustment increasing encumbrances		
Adjustment decreasing encumbrances		

I Hereby Certify upon my own personal knowledge that budgeted funds are available for this encumbrance. (After T.B.A. No. .... or B.R. No. ....)

Signature of Accounting Officer

FAIR EMPLOYMENT PRACTICES ADDENDUM

1. In the performance of this contract, the Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, ancestry, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the State setting forth the provisions of this Fair Employment Practices section.

2. The Contractor will permit access to his records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practice Commission, or any other agency of the State of California designated by the awarding authority, for the purposes of investigation to ascertain compliance with the Fair Employment Practices section of this contract.

3. Remedies for Willful Violation:

   (a) The State may determine a willful violation of the Fair Employment Practices provision to have occurred upon receipt of a final judgment having that effect from a court in an action to which Contractor was a party, or upon receipt of a written notice from the Fair Employment Practices Commission that it has investigated and determined that the Contractor has violated the Fair Employment Practices Act and has issued an order, under Labor Code Section 1426, which has become final, or obtained an injunction under Labor Code Section 1429.

   (b) For willful violation of this Fair Employment Practices provision, the State shall have the right to terminate this contract either in whole or in part, and any loss or damage sustained by the State in securing the goods or services hereunder shall be borne and paid for by the Contractor and by his surety under the performance bond, if any, and the State may deduct from any moneys due or that thereafter may become due to the Contractor, the difference between the price named in the contract and the actual cost thereof to the State.

STD. FORM 3 (4/65)

OSP

APPENDIX

APPENDIX

Federal Surplus Commodities

Section 32 Commodities are foods purchased under the price support and surplus removal programs of the federal government. These are usually perishable commodities which are made available to eligible programs in order to encourage their domestic consumption by diverting them from the normal channels of trade and commerce.

A. Eligible migrant programs are those serving a daily average of 15 or more persons.

   1. Education

      a. Migrant education
      b. Regular education programs administered by local school districts are eligible for the school lunch program

   2. Day care

   3. Other
      a. Extended day programs
      b. Study center programs

B. Sample commodities available (Subject of change without notice due to availability of commodities)

   1. Dry beans
   2. Margarine
   3. Dry milk
   4. Bulgur
   5. Corn meal
   6. Rice
   7. Rolled wheat
   8. Lard
   9. Flour
   10. Split peas
   11. Creamery butter
   12. Natural cheddar cheese
   13. Processed cheese
   14. Dried eggs
   15. Frozen boneless beef

C. To obtain commodities
   1. Contact Surplus Property Officer, State Department of Education, 721 Capitol Mall, Sacramento, California 95814
   2. Request
      a. Food Information Bulletin
         (1) Part I - General Information - terms and conditions applicable to all recipients
            (a) Eligible groups
            (b) Agreements
            (c) Costs

        (d) Types of commodities
        (e) Storage and use

    (2) Part III - Institutions - special requirements and instructions
        (a) Agreements
        (b) Definitions
        (c) On ordering commodities

b. Four copies "Agreement for Distribution of Donated Food" (Form No. SEASP-103B)

c. List of currently available commodities

3. Sign and return three copies of agreement

REQUEST TO CALIFORNIA OFFICE OF ECONOMIC OPPORTUNITY
FOR PAYMENT UNDER MIGRANT SERVICES CONTRACT NUMBER ________

NAME OF CONTRACTOR	INVOICE NUMBER
ADDRESS	DATE

	PERSONNEL	CONSULTANTS	TRAVEL	SPACE	CONSUMABLE SUPPLIES	EQUIPMENT	OTHER COSTS	TOTAL
HOUSING CAPITAL OUTLAY								
OPERATION								
DAY CARE CAPITAL OUTLAY								
OPERATION								
EDUCATION CAPITAL OUTLAY								
OPERATION								
FIELD SANITATION CAPITAL OUTLAY								
OPERATION								

TOTAL INVOICE	$

NOTE: ALL ITEMS ARE SUBJECT TO CONTRACT TERMS.

LIST OF EXPENDITURES AND SUPPLIER'S INVOICES AS ATTACHED:

STATE O.E.O. APPROVAL

SIGNATURE ________________________
PROJECT ADMINISTRATOR OR FISCAL AGENT

Effective 7/27/65

RULES AND REGULATIONS TO IMPLEMENT, INTERPRET AND MAKE SPECIFIC PROVISIONS OF THE LABOR CODE RELATING TO EMPLOYEE HOUSING

(Division 2, Part 9, Chapter 4)

California Administrative Code
Title 8, Chapter 9, Article 1

Article 1. Employee Housing - Labor Code, Division 2, Part 9, Chapter 4

Part 1. APPLICATION, SCOPE AND ADMINISTRATION

16217. AUTHORITY FOR ARTICLE. This article is adopted pursuant to the provisions of Sections 2627, 2628, 2635, and 2636 of the California Labor Code. Its purpose is to implement, interpret and make specific, and otherwise carry out the provisions of Division 2, Part 9, Chapter 4 of the Labor Code.

16217.1. APPLICATION AND SCOPE. The provisions of this article shall apply to all employee housing, labor camps and labor supply camps as defined under Sections 2615, 2616, and 2617 of Division 2, Chapter 4 (Part 9) of the Labor Code.

16218. ENFORCEMENT. Except as permitted in Section 2611, the Division of Housing shall administer and enforce all the provisions of this article.

Part 2. DEFINITIONS

16218.1. DEFINITIONS.

APPROVED shall mean any material, appliance, device, fixture, arrangement, method of construction, or installation, determined by the division to afford protection of the health and safety of the public and occupants of labor camps or labor supply camps.

The Division of Housing may require that sufficient evidence be submitted to substantiate any claim that may be made regarding the use of any equivalent.

CONSTRUCTION is the fabrication, erection, or building up of elements of a building or structure including but not limited to structural, mechanical, and electrical materials and installations.

FLOOR AREA is the area included within the surrounding walls of a building or mobilehome, or portion thereof, exclusive of vent shafts or courts.

KITCHEN is a structure or portion of a structure which is built, maintained or intended for use in the preparation, cooking and storage of food.

LOT is any area or tract of land or portion of a labor camp or labor supply camp designated or used for the occupancy of one trailer coach.

MESSHALL is a structure or portion of a structure which is built, maintained or intended for the serving of food to five or more employees.

MOBILEHOME is a vehicle, other than a motor vehicle, designed or used for human habitation, for carrying persons and property on its own structure, and for being drawn by a motor vehicle.

TENT is any structure or enclosure constructed entirely, or in part, of canvas or other combustible fabric.

TRAILER COACH is a vehicle other than a motor vehicle, designed or used for human habitation or human occupancy for industrial, professional or commercial purposes, for carrying persons and property on its own structure and for being drawn by a motor vehicle.

TRAVEL TRAILER is a vehicle, other than a motor vehicle, which is designed or used for human habitation, and for travel or recreational purposes, which does not at any time exceed 8 feet in width and 40 feet in length, and which may be moved upon a public highway without a special permit or chauffeur's license or both, without violating any provision of the Vehicle Code.

VENTILATION is the process of supplying or removing air by natural or mechanical means, to or from any room.

WINDOW is an opening to supply natural light and ventilation and which opens directly into an outside area open and unobstructed to the sky.

Part 3. CONSTRUCTION, OCCUPANCY AND MAINTENANCE

16219. STRUCTURAL. (a) Except as provided in Section 2611 of the Labor Code, all permanent buildings shall comply with the construction and erection provisions of the California Administrative Code, Title 8, Chapter 9, Article 8.

(b) Construction and erection of temporary buildings shall be subject to the provisions of alternate approvals as provided in Section 2612 of the Labor Code.

Dwellings in seasonal labor camps need not have continuous masonry foundations, provided the proposed design will support safely the loads imposed as determined from the character of the soil.

16219.1. MECHANICAL. Except as provided in Section 2611 of the Labor Code, all permanent buildings and installations shall comply with the provisions of the California Administrative Code, Title 8, Chapter 9, Article 8.

16220. TENTS. (a) Tents shall not be considered as suitable sleeping places when heating equipment is required as specified in Section 16225.1.

(b) Tents shall have tight wooden floors, raised at least four (4) inches above ground level and having base boards on each side to a height of at least six (6) inches. Concrete slabs with finished surface at least four (4) inches above grade and having base boards on each side to a height of at least six (6) inches are suitable in lieu of wooden floors.

16220.1. SLEEPING PLACES. In any employee housing, labor camp or labor supply camp suitable sleeping places shall be provided for all employees; provided, however, that where employees furnish their own camping equipment, the employer shall provide and set aside a clean and well drained camping ground.

16221. DRAINAGE. The premises shall be free from depressions in which water can stand. Natural sinkholes, pools, swamps, or other surface collectors of water within two hundred (200) feet of the periphery of the camp shall be either drained or filled to remove the quiescent surface water except that areas such as irrigation drain ditches, etc., containing water not subject to such drainage or filling shall be treated with oil or other larvicide to prevent the breeding of mosquitoes or other vectors.

16221.1. LOCATION. Structures shall be located not less than seventy-five (75) feet from barns, pens, or similar quarters of livestock or poultry.

16222. FIRE HAZARDS. Neither any article or material that is dangerous or detrimental to life or to the health of the occupants of living or sleeping quarters nor any material the enforcement agency determines may create a fire hazard, shall be kept stored or handled in any part of such quarters, or adjacent to such quarters.

16222.1. MAINTENANCE. Sleeping places shall be in good structural condition and constructed so as to provide shelter to the occupants against the elements and to exclude dampness. Sleeping places shall be kept clean and free from vermin and matter of an infectious or contagious nature. The ground around sleeping places shall be kept clean and free from accumulations of dirt, filth, garbage, and deleterious matter.

16223. EXITS. Every sleeping place shall have exits installed and maintained in accordance with the California Administrative Code, Title 8, Chapter 9, Article 8.

16223.1. VENTILATION. (a) Every sleeping place shall contain at least 340 cubic feet of air space for each occupant thereof; provided, however, if additional ventilation is otherwise provided, a minimum of 300 cubic feet may be allowed.

(b) Additional ventilation otherwise provided shall mean either window area equal to one-sixth (1/6) of the floor area, or additional mechanical ventilation in the amount of fifteen (15) cubic feet per minute, per occupant.

(c) Every sleeping room or kitchen in an employee housing, labor camp or a labor supply camp shall be provided with one or more windows having an aggregate area of not less than one-eighth (1/8) of the floor area of the room.

(d) Every building in a labor camp shall have an average ceiling height of seven feet six inches (7'6").

16224. WINDOW SCREENING. All windows in rooms used for dining, cooking, or sleeping purposes shall be fitted with insect screening. Windows required by this article shall be so arranged that one-half of their aggregate area may be open.

16224.1. BEDS. Suitable and separate beds shall be provided for all employees. Such beds shall be made of steel, canvas, or other sanitary material, and shall be so constructed as to afford reasonable comfort to the occupants.

16225. BED SEPARATION. (a) Every bed, bunk, or cot shall have at least ten (10) inches from the floor to its underside.

(b) A clear space of at least thirty inches (30") extending from the floor to the ceiling or roof of any sleeping place shall be allowed between each bed therein.

(c) At least four (4) feet of clear space shall be allowed between each set of double deck bunks having one tier above the other.

(d) There shall be not more than two tiers of beds, one above the other. There shall be a clear vertical space of thirty inches (30") between the upper and lower bed.

(e) Where it will not obstruct light and ventilation it shall be deemed adequate separation between beds when a partial partition, consisting of solid standard building materials, is installed which shall extend the full length of the beds.

This partition shall be not less than ten (10) inches above the floor and a minimum of twenty-four (24) inches above the topmost bed or bunk. There shall be a minimum of eighteen (18) inches clearance between the top of the partition and ceiling or the underside of the roof if there is no ceiling.

16225.1. HEAT. (a) Heating equipment shall be installed in all sleeping places when it is found necessary to do so in order to maintain a minimum temperature of sixty (60) degrees Fahrenheit during the period of occupancy. Official weather records shall be used to determine temperatures of any area.

(b) Heating applicances shall be mounted as follows: Space or room heaters burning gas, solid, or liquid fuel when mounted on combustible flooring shall have four (4) inches of open space under the base of the appliance, and the flooring shall be protected with sheet metal of not less than 24 U.S. gauge, extending six (6) inches beyond the appliance on all sides, and where solid fuel is used shall extend not less than eighteen (18) inches at the front or side where ashes are removed.

Heating appliances burning gas, solid, or liquid fuel shall have a distance from combustible materials as set forth in Table 1, or shall be installed per manufacturer's instructions.

TABLE 1
Distance from Combustible Construction
(Inches)

	Jackets, Sides, Rear
Circulating space heaters (gas fired)	6
Recessed wall heaters (gas fired)	Flush
Circulating space heaters (solid or liquid fuel)	12
Recessed wall heaters (solid or liquid fuel)	Flush
Radiant heaters (solid or liquid fuel)	36

All heating applicances using gas or liquid fuel shall have a shut-off valve in the fuel supply line immediately adjacent to the appliance, but not a part of the appliance.

All heating appliances using gas, solid, or liquid fuels shall be connected to a chimney, metal smoke stacks, or an approved special flue in such a manner as to prevent both a fire hazard and a dangerous concentration of the products of combustion of gas; all chimneys and vents shall extend above the roof.

16226. **BEDDING.** An employee, upon his request, shall be supplied with a mattress or some equally comfortable bedding for which a reasonable charge, deductible from his wages, may be made.

16226.1. **MESS HALLS.** Every structure used as a mess hall where food is cooked, prepared or served shall be kept in a clean and sanitary condition and the openings thereof shall be provided with insect screening.

16227. **KITCHENS. MAINTENANCE AND FACILITIES.** (a) Ranges in kitchens designed to serve ten (10) or more persons shall be provided with a metal hood connected to a vent terminating outside the building.

(b) Screening shall be maintained mosquitoproof.

(c) **KITCHENS.** In structures where five (5) or more employees are permitted or required to cook for themselves, other than a structure occupied by one family, a separate room shall be provided and equipped for use as a kitchen.

(d) REFRIGERATION. Provision shall be made for safe storage and refrigeration of food.

(e) SANITATION. The floors, walls, ceilings, tables, and shelves of all kitchens, dining rooms, refrigerators, and food storage rooms shall be of such materials that they can always be maintained in a clean and sanitary condition.

(f) SHELVES, CONTAINERS. Sufficient shelving shall be installed in or near the kitchen or mess hall to store all food supplies off the floor. Metal or other approved containers with tight-fitting covers shall be provided for the storage of all opened bulk food supplies.

16227.1. UTENSILS. All utensils in which food is prepared or kept, of from which food is to be eaten, and all implements used in the eating of food shall be kept in a clean, unbroken and sanitary condition.

16228. SINK. Every kitchen in a mess hall shall be equipped with a metal sink and shall have an adequate supply of hot and cold water provided.

16228.1. SINK SIZE. Metal sinks shall have at least two compartments of not less than eighteen (18) gauge, each compartment not less in dimension that eighteen (18) inches by eighteen (18) inches by twelve (12) inches and having a minimum of two (2) feet of drainboard on each side with a minimum of six (6) inch backsplash constructed of such materials to be maintained sanitary and impervious to water.

16229. KITCHEN WATER HEATING. A continuous supply of hot running water for kitchen use in mess halls shall be available in all camps.

16229.1. WATER SUPPLY. (a) The water supply shall be capable of delivering at least thirty-five (35) gallons of water per person per day.

(b) WATER PRESSURE. Where water is distributed under pressure the system shall be capable of supplying at least two and one-half (2½) times the average hourly demand. The distribution lines shall be capable of supplying water at normal operating pressure to all fixtures.

(c) WATER TESTS. A water sample from the camp's supply shall be submitted to the health department for bacteriological examination prior to the initial operation of the camp, when any major repair to or alteration of the water supply system has been made, or when the purity of the water is questionable.

(d) DRINKING CUPS. The use of a common drinking cup is prohibited.

16230. PROHIBTED ROOM USE. Rooms used for the cooking and preparation or storage of food in a mess hall shall not be used for sleeping purposes.

16230.1. (a) BATHING FACILITIES. Convenient and suitable bathing facilities maintained in a sanitary condition shall be provided in every camp.

(b) One shower for each sex shall be provided for each 15 employees.

(c) The floors and walls of shower compartments hall be constructed and maintained in waterproof condition, by the application of concrete, metal, or other material impervious to water applied and maintained to preclude the penetration of moisture.

(d) WATER SUPPLY. Shower baths in all camps shall have a continuous supply of hot and cold running water of sufficient capacity to supply the maximum number of persons to be accommodated.

(e) FLOORS AND WALLS. The floors of shower compartments shall be of non-skid finish, impervious to moisture and sloped to drain. Minimum two (2) inch floor drains properly trapped shall be provided in all shower baths and shower rooms to remove waste water and facilitate cleaning. Walls and partitions of shower compartments shall be waterproofed to a height of not less than six (6) feet above the floor.

(f) WINDOWS. Shower buildings shall have a window area of not less than three (3) square feet for each shower and opening directly to the outside air. The total window area need not exceed one-eighth (1/8) of the floor area of the room. Ventilation shall be provided equal to not less than one-half the required aggregate window area.

16231. TOILET FACILITIES. (a) There shall be not less than one water closet for each sex for every 15 employees or fractional part thereof living in a labor camp; provided, that with the approval of the enforcement agency other types of toilet facilities may be allowed. A privy vault shall consist of a pit at least two feet deep, with a well-constructed shelter, the openings of which shall be effectively screened. When the excreta reaches a point one foot below the surface of the ground, the pit shall be filled and the shelter demolished or moved over a new pit. All excreta in a pit shall be covered with earth, ashes, lime or some similar substance.

Dwellings in seasonal labor camps need not be provided with individual toilet and bathing facilities.

(b) Water flush toilets are required in all labor camps; provided, however, that the written approval of the enforcement agency other approved types of toilet facilities may be permitted in:

(1) Temporary labor camps.

(2) Camps with a designed capacity not to exceed fifteen (15) occupants, located in an area of low residential density and operated not more than ninety (90) days in any calendar year.

(3) Camps where it is evident that there is an inadequate water supply.

(4) Camps where it is evident that soil conditions preclude the use of a sewage disposal system.

(c) Approval of the installation and use of other types of toilet facilities shall be contingent upon strict compliance with the applicable sections of the Labor Code pertaining to maintenance and sanitation.

(d) (1) A well-constructed shelter shall mean a structure the floors and walls of which shall be built of tight-fitting material, such as T & G or equal, constructed and maintained fly-tight.

(2) Doors shall be tight-fitting with self-closing devices.
(3) Ventilating openings shall comply with subsection (e) of this section.
(4) The vault shall be provided with a vent stack extended above the roof.
(5) Privy toilets shall not be located closer than 75 feet to any sleeping place or any kitchens and/or mess hall.

(e) WINDOWS. Toilet rooms shall have a window not less than three (3) square feet in area for each toilet and opening directly to the outside air. The total window area need not exceed one eighth (1/8) of the floor area of the room. Ventilation shall be provided equal to not less than one-half of the required aggregate window area.

(f) LOCATION. Toilets shall be located not more than two hundred (200) feet from sleeping quarters.

(g) URINALS. One of every three required water closets may be substituted with an approved urinal. Every twenty-four (24) inches of urinal trough shall be equal to one (1) urinal unit. Urinals shall be of cast iron enamel, vitreous china, or approved equivalent. The floor space to a point one (1) foot in front of the urinal lip and the wall to a point four (4) feet above the floor and at least one (1) foot to each side of the urinal shall be faced with a nonabsorbent material.

(h) HAND WASHING. Wash basins or hand washing facilities with a continuous supply of hot and cold running water shall be provided at the ratio of one for every thirty (30) occupants of the camp. Where wash troughs are used, every twenty-four (24) inches of trough shall be equal to one (1) wash basin. Hand washing facilities shall be lined with waterproof material.

(i) SCREEN DOORS. Screen doors of all toilet buildings shall be mosquitoproof and shall be equipped with self-closing devices.

16231.1. WINDOW SCREENING - TOILET BUILDINGS. All exterior openings in toilet buildings shall be provided with insect screening.

16232. MAINTENANCE - TOILET FACILITIES. All toilet facilities shall be maintained in a clean and sanitary condition at all times.

16232.1. GARBAGE, WASTE AND RUBBISH DISPOSAL. (a) All garbage, kitchen waste, and rubbish shall be deposited in suitable covered receptacles which shall be emptied daily or oftener if necessary, and the contents burned, buried, or otherwise disposed of in a manner which is not or does not become offensive or insanitary.

(b) All plumbing fixtures shall be connected to an approved sewage disposal system.

16233. DRINKING WATER. (a) Potable drinking water shall be provided for all employees.

(b) All faucets shall be suitably and conveniently placed and shall not be allowed to flow upon the ground or to contaminate the source of water supply.

(c) Tanks or other receptacles used for the storage of water shall be kept in a clean and sanitary condition and shall be covered so as to prevent contamination.

MECHANICAL

16239. GENERAL. All the provisions of this chapter shall apply to employee housing, labor camps and labor supply camps except as permitted or required by this part.

16239.1. PLUMBING-DRAINAGE SYSTEM-MATERIALS. Drainage pipe and fittings and vent pipe and fittings shall be cast iron, galvanized steel. galvanized wrought iron, lead, copper, brass, asbestos cement, bituminous fiber or other approved materials. Galvanized wrought iron and fittings shall not be used underground and shall be installed at least 6" above ground. Bituminous fiber pipe and fittings shall not be used for vents or in any location above ground.

16240. PLUMBING-DRAINAGE SYSTEM SIZE. (a) The drainage pipe diameter and number of trailers connected to the drainage system shall be as follows:

DIAMETER OF DRAINAGE PIPE (inches)	MAXIMUM NUMBER OF TRAILER COACHES	TERMINAL VENT (inches)
3	2	3
4	30	3
5	42	4
6	100	4

Special engineering and design is required for all trailer drainage systems in excess of those specified in this section.

(b) Each trailer shall be considered as six fixture units in determining the design of the drainage and sewage disposal systems.

(c) Branch lines to individual trailer lots shall be not less than three inches in diameter.

(d) All vents shall extend at least ten feet above ground level and shall be located at least ten feet from any adjoining property line. Vent pipes shall be strapped to and supported by a 4" x 4" redwood post securely anchored in the ground or equivalent.

(e) MINIMUM GRADE OF DRAINAGE PIPING. All drainage piping shall have a minimum grade as follows:

DIAMETER OF PIPE (Inches	GRADE PER 100 FEET (Inches)
3	20
4	15
5	11
6	8
8	4
10	3½
12	3

16240.1. BRANCH LINES, INLETS, CLEANOUTS AND CONNECTORS. (a) Each trailer lot shall be provided with a branch line which shall terminate above grade by the use of appropriate fittings. The inlet shall be provided with an approved fitting designed and installed to receive the drainage discharge from the trailer drain connector at proper grade. Each inlet shall be capped gas tight when not in use. The branch line extension at grade shall be supported and protected by encasing with at least 3½ inches of concrete at least 18" x 18" square or equivalent support and protection.

(b) The branch line inlet shall be located within four feet outside of the left (roadside) wall line of the trailer coach and shall be within the rear third quarter of the trailer coach lot or six feet thereof.

(c) A cleanout shall be provided at the upper terminal of each drainage system, and at intervals of not more than 100 feet in straight runs. Cleanouts shall also be located at any point in a drainage system where a deviation occurs in excess of 45 degrees from a straight line. Cleanouts shall be accessible and brought to grade. Cleanouts shall be not less in size than the line they serve, but need not be larger than four inches.

(d) Trailer coaches shall be connected to the drainage system inlet by approved semirigid and noncollapsible hose having smooth interior surfaces and not less than three inches in diameter. Connections shall be made with approved gas-tight fittings. Drain connectors shall in installed and maintained with a grade of not less than 1/4" per foot, gas-tight and no longer than necessary to make the connection between the trailer drain outlet and the branch inlet on the coach lot.

16241. WATER DISTRIBUTING SYSTEM. (a) GENERAL. Each trailer coach lot shall be provided with an individual branch service line for water. The outlet of the branch service line shall be located on the same side of the trailer coach lot as the trailer coach sewer lateral. The water distributing system shall be designed and installed as required by the California Administrative Code, Title 8, Chapter 9, Article 8 (State Housing Law.) Each distributing system shall be designed and maintained to provide a water pressure of not less than 20 pounds per square inch at each trailer lot under normal operating condition. Each trailer coach shall be considered as six fixture units in determining the quantity of water required.

(b) SHUTOFF VALVE. A separate shutoff valve shall be installed in each branch service line at the trailer lot service connection.

(c) SERVICE CONNECTION. The service connection between the branch service line outlet and the trailer water inlet shall be of approved semirigid or flexible materials. Rigid pipe shall not be used.

16241.1. FUEL GAS EQUIPMENT AND INSTALLATION. GENERAL. All materials and equipment that will become a part of any gas piping system installed and maintained under this article shall be suitable and safe for the conditions under which they are used. All such materials and equipment shall conform to applicable specifications, standards and the requirements of this article.

16242. GAS VALVES-SYSTEM. A readily accessible and identified shutoff valve controlling the flow of gas to the entire gas piping system shall be installed near the point of connection to the service piping or supply connection of the liquified petroleum gas tank.

16242.1. GAS VALVES-TRAILER LOT. Each trailer lot shall have an approved gas shutoff valve installed upstream of the trailer lot gas outlet and located on the outlet riser at a height of not less than four inches above grade. Such valve shall not be located under any trailer. Whenever the trailer lot outlet is not in use, the outlet shall be equipped with an approved cap or plug to prevent accidental discharge of gas.

16243. GAS PIPING CONNECTIONS. (a) Each trailer lot piped for gas shall be provided with an individual riser at the trailer lot outlet.

(b) The trailer lot gas outlet shall terminate with the service connection located within four feet outside the left (roadside) wall line of the trailer, and in addition, shall be within the rear third quarter of the trailer lot or six feet thereof.

(c) Any riser, regulator, valve or other exposed piping and equipment subject to damage shall terminate in an approved enclosure with protection from mechanical injury by vehicles. Such protection may consist of post, fencing, or other permanent barriers to prevent contact by vehicles.

(d) Each trailer shall be connected to the trailer lot outlet by an approved three-quarter inch trailer coach connector not more than six feet in length. Approved pipe and fittings may be used between the flexible connector and the trailer lot gas outlet when the distance between the trailer lot gas outlet and the trailer gas service connection exceeds that required to make a safe installation with only a trailer connector.

16243.1. VESSELS ON TRAILERS. Not more than two (2) vessels having an aggregate capacity of twenty-five (25) gallons shall be located on any trailer. Such vessels shall be securely but not permanently fastened to the trailer hitch bracket. The location of vessels on camp cars shall be approved by the Division of Housing.

16244. VESSELS ON TRAILER LOTS. Vessels of more than twelve (12) and less than sixty (60) U.S. gallons gross capacity may be installed on the trailer lot and shall be securely but not permanently fastened immediately adjacent to the trailer hitch to prevent accidental overturning. Not more than two such cylinders may be installed on any trailer lot.

16244.1. SAFETY VALVE DISCHARGE. The discharge point from safety valves shall be not less than five (5) feet, measured horizontally, from any trailer opening which is below such discharge.

16245. PROHIBITED LOCATION OF VESSEL. No liquefied petroleum gas vessel shall be stored or located inside of or beneath any storage cabinet, cabana, awning, carport, ramada, trailer, or any other structures.

16245.1. EMPLOYEE'S RESPONSIBILITY. Every employee and occupant of employee housing, labor camp or labor supply camp shall properly use the sanitation and other facilities furnished and shall comply with all the sanitation and maintenance provisions of Division 2, Part 9, Chapter 4 of the Labor Code and all such provisions of these rules and regulations.